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**REGULATION FOR THE OPENING AND ADMINISTRATING OF STUDY
DIRECTIONS
AND STUDY PROGRAMMES OF DAUGAVPILS UNIVERSITY**

1. Terms used in the Regulation

1.1. Study direction – a group of study programmes that corresponds to one of the 32 thematic branches in accordance with the Cabinet of Ministers Regulation of 11 December 2018 No. 793 “Regulations for opening and accreditation of study directions” Appendix 1.

1.2. Study programme – short-cycle professional higher education, first-cycle higher education (bachelor’s or professional bachelor’s), second-cycle higher education (master’s or professional master’s), third-cycle higher education (doctoral) study programme.

1.3. Joint study programme – a study programme that has been created and is implemented in cooperation with a partner institution, which can be another accredited higher education institution in Latvia or a higher education institution recognized by the respective state in a foreign country.

1.4. The head of the study direction – the director of one of the study programmes included in the study direction, who supervises and coordinates the implementation of the study direction.

1.5. Director of the study programme – a representative of the academic staff approved by the Senate, who administrates and coordinates the implementation of the study programme.

1.6. The person responsible for the development of the study programme – the representative of the academic staff who is responsible for the development and licensing process of the study programme.

1.7. Profiling structural unit – structural unit of the faculty or institute, which implements more than 50% of the programme volume in CP and ensures the management of the syllabus and content of the study programme.

1.8. Compulsory choice part of the study programme – a part of the study programme that can be structured and implemented as a sub-programme, module or a set of modules, combining study courses of the study programme with a common goal and study outcomes.

1.9. The person responsible for the compulsory choice part of the study programme – the representative of the academic staff who is responsible for the implementation of the compulsory choice part of the study programme.

1.10. Licensing of a study programme – granting the right to a university, college or their branches to implement a certain study programme.

1.11. Accreditation of the study direction – examination with the purpose of determining the quality of the resources of the university or college and the ability to implement a study programme corresponding to a certain study direction in accordance with the requirements of regulatory acts. Accreditation of the study direction of a university or college gives the university or college the right to issue a state-recognized higher education diploma for successful completion of a study programme corresponding to the relevant study direction.

2. General rules

2.1. The purpose of the regulation on the opening and administration of study directions and study programmes (hereinafter – the Regulation) of Daugavpils University (hereinafter – DU) is to determine the principles, content and implementation requirements for the opening and administration of the DU study direction and study programme, in accordance with the Act on HEI and other binding regulatory acts of the Republic of Latvia, DU Constitution and other binding DU regulatory documents.

2.2. The regulation determines the procedure for opening, administration, development and quality assurance of a study direction of DU, the procedure for closing a study direction, the operating principles of the study direction council, as well as the duties, rights and qualification requirements of the head of the study direction.

2.3. The regulation determines the development, content and implementation requirements of DU study programme, the procedure for closing a study programme, as well as the duties, rights and qualification requirements of the study programme director responsible for the compulsory choice parts.

2.4. DU normative documents, which are related to the implementation of this Regulation, are issued by DU in accordance with the established procedure.

2.5. For study programmes that DU implements jointly with Latvian or foreign higher education institutions, as well as study programmes whose structure and content are determined by external legislation, and after completion of which a regulated professional qualification is obtained, this Regulation is applied in such a way that it does not conflict with external legislation and the aim of the study programme.

3. Opening, administration, and implementation of a study direction

3.1. For the successful implementation of a study direction, a study direction council is established at DU, presided by the head of the study direction.

3.2. The head of the study direction is nominated by the council of the study direction, approved by the Council of the faculty in which the study direction is implemented, the Council for Studies, and the Senate.

3.3. The study direction council, based on the proposal of the directors of the profiling structural unit and study direction programmes, is approved by the Council of the faculty where the study programmes are implemented, the Council for Studies, and the Senate.

3.4. The study direction council must include:

3.4.1. directors of all study programmes;

3.4.2. all those responsible for the compulsory choice part of the study programme;

3.4.3. 1 (one) student from each level of programmes to be implemented in the study direction;

3.4.4. at least 1 (one) employer representative.

3.5. The academic staff representatives of the study direction, who are not the programme directors of any of the study direction programmes, may be included in the study direction council.

3.6. Changes in the study direction council membership are made as necessary in the following cases:

3.6.1. one of the representatives of the academic staff in the study direction council has terminated the employment relationship with DU;

3.6.2. one of the students in the study direction council has been exmatriculated;

3.6.3. one of the employer representatives who are member of the study direction council changes the field of activity that does not correspond to the specifics of the study direction;

3.6.4. for other valid reasons.

3.7. The functions of the study direction council are:

3.7.1. develop new study programme(s) in the study direction;

3.7.2. perform a self-assessment and implementation analysis of the study programme/s of the study direction;

3.7.3. evaluate the study process, make proposals for its improvement;

3.7.4. evaluate the scientific, academic, and methodical performance of the academic staff involved in the study direction;

3.7.5. analyze and assess the results of student, graduate, and employer surveys;

3.7.6. improve the content of the study programmes and to make their implementation more effective in accordance with the requirements of the labour market and in accordance with the current developments in the field of the study direction;

3.7.7. promote the integration of scientific research, methodical work, and artistic creativity in the study programme;

3.7.8. under the supervision of the head of the study direction, develop a study direction development plan for the inter-accreditation period and participate in its implementation.

3.8 The head of the study direction is responsible for the annual revision, improvement and the timely implementation of the recommendations provided by experts during the study field accreditation process of the development plan of the study direction.

3.9. The head of the study direction cooperates with the vice-rector for studies, the Department of Studies, the Centre of Study Quality Assessment, the faculty, the heads of other structural units, and the auxiliary staff of the profiling structural unit.

4. Administration and implementation of a study programme

4.1. The operation of the study programme at DU is ensured by:

4.1.1. study direction council;

4.1.2. the faculty where the study programme is implemented;

4.1.3. the study programme director and the profiling structural unit;

4.1.4. academic staff of faculties and institutes (in accordance with "Daugavpils University Faculty Regulations" and "Daugavpils University Scientific Institute Regulations");

4.1.5. those responsible for the compulsory choice part of the study programme;

4.1.6. auxiliary staff of the profiling structural unit;

4.1.7. representatives of other structural units involved in the implementation of the study programme.

4.2. The director of the study programme is nominated and dismissed by the study direction council, it is approved by the Faculty Council, the Council for Studies, and the Senate.

4.3. If there is no specialist in the relevant field among the elected academic staff of Daugavpils University, then a visiting lecturer from DU who has previous academic work experience can be nominated as the director of the study programme.

4.4. The responsibilities of the study programme directors are:

4.4.1. monitor the implementation of the study programme;

4.4.2. together with the academic staff involved in the study programme, develop and prepare the study programme for licensing, accreditation, perform self-assessment of the programme;

4.4.3. prepare self- assessment reports, provide information upon request to the head of the profiling structural unit, the head of the study direction, the dean, the Department of Studies, Centre of Study Quality Assessment, the vice-rector for studies, and the rector;

4.4.4. follow the requirements of the labor market and current trends in the regulatory acts of the field, ensuring the timely implementation of the necessary changes in the content of the study programme;

4.4.5. in cooperation with the profiling structural unit, organize the development of study course descriptions in the study programme in accordance with the DU study course description form approved by the Council for Studies;

4.4.6. before the beginning of each study year, if necessary, organize the updating of study course descriptions;

4.4.7. send out requests for the provision of study courses to the heads of structural units that are profiling in the relevant field of study;

4.4.8. to request information and approval from the heads of structural units about the academic staff under their authority, who will teach specific study courses in the next academic year;

4.4.9. insert or update the study courses of the next study year of the study programme in DUIS with provision by March 15 of the current study year, to carry out tasks in accordance with the Procedure by which Daugavpils University plans the academic workload of academic staff, fills in the workload form in the Daugavpils University Information System (DUIS), and ensures the circulation of this form;

4.4.10. provide proposals for changes in the provision of study courses for consideration by the profiling structural unit and further confirmation by the faculty council and the Council for Studies;

4.4.11. to monitor the timely implementation of the recommendations provided by experts during the accreditation process of the study programme in accordance with the recommendation implementation plan.

4.4.12. create comparisons of the courses completed, individual study plans and provide consultations in accordance with the "Procedures for starting studies at later stages of studies at Daugavpils University", "Regulations on competences acquired outside of formal education or professional experience and recognition of study outcomes achieved in previous education at Daugavpils University", "Regulations on the application of DU students for the internship of the European Union program Erasmus+ in a foreign company/organization, selection procedure and academic recognition of the acquired internship", "Regulations on the application of DU students

for studies, programme conditions, selection procedure and academic recognition of the study courses completed in the European Union program Erasmus+" or other DU normative documents of implemented exchange programs and projects;

4.4.13. provide information about the study programme (annotations, descriptions of study courses), participate in the promotion and popularization of the study programme in cooperation with the profiling department within the framework of the annual study programme advertising campaigns of the Department of International and Public Relations, as well as to implement other programme promotion initiatives.

4.5. The study programme director cooperates with:

4.5.1. the academic staff of the structural units of DU, Study Quality Assessment Centre and employers, involving them in the development and implementation of the study programme, the preparation of the self- assessment report, the integration of scientific and study work, and the organization of the study process;

4.5.2. vice-rector for studies, Department of Studies, faculty deans, heads of other structural units and auxiliary personnel of the profiling structural unit providing for the administration of the study process;

4.5.3. DU library in matters of collection of scientific and study literature;

4.5.4. Financial and accounting department concerning the calculation of study programme costs;

4.5.5. Student Council in solving issues related to students.

4.6. The director of the study programme is entitled to:

4.6.1. request documentation related to the provision of the study programme from the academic staff (descriptions of study courses, topics of students' graduation papers, etc.);

4.6.2. participate without voting rights in the Senate, Faculty Council and other meetings, if issues related to the operation of the study programme are considered;

4.6.3. provide proposals for the restoration and improvement of the material and technical base of the study programme.

4.7. The number of hours included in the workload for the director of the study programme is calculated according to the "Regulations for accounting the workload of academic staff at Daugavpils University".

4.8. One academic staff member can be the director of no more than two study programmes within the same study direction.

4.9. The academic staff of the study direction and programme, the profiling structural unit and other structural units involved in the implementation of the study programme are involved in ensuring and evaluating the quality of study courses:

4.9.1. develop study courses, prepare their descriptions;

4.9.2. implement study courses, revise and update study courses every year;

4.9.3. provide proposals for improving the content and implementation mechanism of the study programme.

4.10. The academic staff member teaching a study course can be replaced upon the proposal of Council for Studies, which is approved by the Faculty Council and the Council for Studies.

4.11. The director of the study programme can nominate those responsible for the compulsory choice part of the study programme, who are approved by the study direction council, the Faculty Council, and the Council for Studies. The programme director supervises the work of

the responsible person for the compulsory choice part of the study programme.

4.12. The responsibilities of the person responsible for the compulsory choice part of the study programme are:

4.12.1. organize the development of study course descriptions in the compulsory choice part of the study programme;

4.12.2. monitor the implementation of studies in the compulsory choice part of the programme, evaluate and analyze the achievements of students and the results of surveys of students, graduates, and employers;

4.12.3. prepare self-assessment reports on the completion of the compulsory choice part of the study programme, submit information upon request to the programme director, the head of the study direction, or the dean.

4.12.4. the number of hours included in the workload of the person responsible for the compulsory choice part of the study programme is calculated according to the "Regulations for accounting the workload of academic staff at Daugavpils University".

4.13. Drawing up the documentation related to the work of the study programme and informing students about the progress of the study process are carried out in cooperation with the director of the study programme by the auxiliary staff of the profiling structural unit, which is appointed by the head of the profiling structural unit, in coordination with the dean of the faculty.

4.14. Study Programme Director carries out the identification of matriculated students of master's level study programmes who have not completed the study course "Civil defense" and the study course "Environmental protection" in the amount of at least 3 CP and submits information to the Student Service Centre for the registration of students for studies for the course "State, Civil and Environmental Protection" in the scope of 3 credit points (CP).

4.15. Every year by November 1, the head of the study direction submits the study direction self- assessment report for the previous academic year to the Centre of Study Quality Assessment. The self-assessment reports of the study directions are stored in the Centre of Study Quality Assessment data carrier and are made public on the DU website <https://du.lv/en/about-us/structure-2/study-quality-assessment-centre/> until December 15 of the current year.

4.16. Each year, by December 10, the head of the study field shall submit to the Centre of Study Quality Assessment a report on the implementation of the recommendation implementation plan in the study field and its corresponding study programmes.

5. Development and licensing of a new study programme

5.1. The development of a new study programme is started in accordance with the DU strategy or other strategic and study process regulatory documents at least one study year before the beginning of the study programme implementation.

5.2. The profiling structural unit or the study direction council submits a proposal for the creation of a new study programme to the Faculty Council. The proposal is accompanied by an extract from the minutes of the meeting of the structural unit or study direction council, indicating information about the programme: the name of the study programme, the person responsible for the creation of the study programme, the rationale for the relevance of the study programme, the scope of the study programme in CP, the duration of the study programme implementation, the type of studies, the form, the language of implementation, admission requirements, degrees to obtain, professional qualifications to be awarded or titles of degrees and professional qualifications.

5.3. If the Faculty Council supports the creation of the study programme, the proposal for the creation of a new study programme is submitted to the Council for Studies and the Senate for

approval.

5.4. The progress of the development of the new study programme is monitored by the study direction council, in case of necessity, meetings of the study direction council are convened to discuss the content of the study programme, its provision, etc. issues related to the development of the study programme.

5.5. The person responsible for developing the study programme prepares the characteristics of the study programme and all its appendices in accordance with the Cabinet of Ministers' regulations of December 11, 2018 No. 795 "Regulations on Study programme licensing".

5.6. The person responsible for developing the study programme, consulting the head of the Department of Studies, prepares the structure of the study plan and, consulting the head of the Secretariat of the Admissions Commission, prepares the admission requirements.

5.7. The person responsible for developing the study programme, in cooperation with the dean of the faculty, representatives of the profiling structural unit, and representatives of the structural units involved in the implementation of the study programme, prepares the study plan of the newly created programme and proposals for the author(s) of the study courses, which are submitted for approval to the Faculty Council.

5.8. After the coordination of the study plan and study course authors by the Faculty Council, study course authors develop study course descriptions in accordance with the Daugavpils University course description form approved by the Council for Studies.

5.9. After creating the study plan, the person responsible for developing the study programme prepares the information needed to calculate the costs of the study programme according to the Centre of Study Quality Assessment sample in MS Excel format and submits it to the head of the Department of Finance and Accounting of DU.

5.10. The person responsible for developing the study programme submits the completed description of the study programme together with all appendices to Centre of Study Quality Assessment for consideration.

5.11. Centre of Study Quality Assessment examines the information on the study programme within 2 (two) weeks, provides recommendations for its improvement.

5.12. After the study programme quality coordination and compliance check with the regulatory documents carried out by Centre of Study Quality Assessment, the study programme is reviewed by the study direction council, the Faculty Council and the Council for Studies. The decision on submitting the study programme for licensing is taken by the Senate.

5.13. If the study programme needs to be coordinated with other external institutions, it is done before submitting the study programme to the Senate.

5.14. The study programme is submitted for licensing to the Academic Information Center within 1 (one) month after the decision of the Senate.

5.15. The licensing procedure of the study programme is implemented in accordance with the Cabinet of Ministers regulations of December 11, 2018 No. 795 "Regulations for Licensing Study Programmes".

5.16. Within 1 (one) month after receiving the study programme license, the structural unit profiling the new study programme (implementing more than 50% of the CP volume of the programme and ensuring the management of the syllabus and content of the study programme) is approved by the council of the faculty where the study programme is implemented.

5.17. Within 1 (one) month after receiving the license of the study programme, the dean of the faculty nominates the director of the study programme, it is approved by the Faculty Council, the Council for Studies, and the Senate.

5.18. The original printed copy of the study programme description and its appendices is stored electronically at the Centre of Study Quality Assessment.

6. Study direction assessment

6.1. The evaluation of the study field is carried out in accordance with the accreditation schedule of the study field accreditation period indicated in the decision of the Study Quality Committee.

6.2. The preparation of documents and appendices necessary for the evaluation of the study field is carried out in accordance with the “Guidelines for Preparing the Study Field Self-Evaluation Report” developed by the Academic Information Centre’s Higher Education Quality Agency.

6.3. The head of the study field is responsible for preparing the documents required for the evaluation, in cooperation with the Vice-Rector for Studies, the directors of study programmes involved in the study field, representatives of the relevant structural unit, academic staff, employers, alumni, the Centre of Study Quality Assessment, the Study Department, and the Finance and Accounting Department.

6.4. The completed study field report, together with all appendices, shall be submitted for review to the Centre of Study Quality Assessment by the person responsible for preparing the study field evaluation report.

6.5. The Centre of Study Quality Assessment shall review the study field report and appendices within 2 (two) weeks and provide recommendations for improving and refining the document.

6.6. After the Centre of Study Quality Assessment has verified the quality of the study field report and its compliance with regulatory documents, the study field evaluation reports with appendices shall be submitted electronically to the Academic Information Centre (AIC) using the e-platform eplatforma.aika.lv.

6.7. If at least one study programme requires coordination with other external institutions, this shall be completed before submitting the study programme to the Senate.

6.8. Access rights to the e-platform eplatforma.aika.lv for DU representatives are granted by a delegation from the DU Rector, coordinated with the Higher Education Quality Agency of the AIC.

6.9. The study programme description and its appendices are stored electronically at the Centre of Study Quality Assessment.

7. Development and implementation of a joint study programme

7.1. Joint study programmes at DU are implemented to promote the internationalization of the study process and strengthen academic capacity. They are implemented in accordance with the requirements of Article 55.1 of the Act on Higher Education Institutions of the Republic of Latvia.

7.2. A joint study programme meets the following conditions:

7.2.1. it consists of parts of study programmes of the same higher education level of DU and partner institutions;

7.2.2. DU and partner institutions each implement at least one tenth of the entire relevant study programme;

7.2.3. there are uniform requirements regarding the implementation of the joint study programme, final examinations, the awarding of degrees and professional

qualifications to be obtained in studies; the parts of the joint study programme together form a coherent and sequential joint study programme in terms of content;

7.2.4. DU and partner institutions have jointly created the quality assurance system of the joint study programme;

7.2.5. mobility of students is ensured, which allows to complete a proportionate and significant part of the joint study programme in one or more partner institutions;

7.2.6. the mobility of academic staff is ensured so that they can teach at least one partner institution;

7.2.7. the degree or professional qualification to be awarded as a result of the completion of the joint study programme is determined, which corresponds to the system of degrees or professional qualifications to be obtained in the studies determined by Latvian regulatory acts;

7.2.8. the content of the diploma to be issued jointly by DU and partner institutions, as well as the appendix to the diploma, is determined.

7.3. Before the development of the joint study programme, a cooperation agreement or agreement on the implementation of the joint study programme is concluded between the partner institutions.

7.4. Each partner institution appoints its own joint programme director.

7.5. For the implementation of the joint study programme, a joint study programme council is established, which is approved by the study direction council of each partner institution.

7.6. The joint study programme council consists of at least 3 representatives from each partner institution, including directors of the joint programme and heads of study directions.

7.7. The council of the joint study programme makes decisions by mutual agreement of the representatives, if necessary coordinating them with the study direction council of its partner institution, the faculty council, and the Council for Studies.

7.8. Council of the joint study programme:

7.8.1 supervises the implementation of the joint study programme;

7.8.2. makes decisions on changes in the content and/or implementation mechanism of the joint study programme and forwards them for consideration to the highest decision-making body in each HEI;

7.8.3. realizes the implementation of the quality assurance system of the joint study programme;

7.8.4. improves the content of the joint study programme and fosters its implementation, based on the results of surveys of students, graduates, and employers, in accordance with the requirements of the labour market and in accordance with the current trends of the study direction;

7.8.5. performs other activities for the improvement of the joint study programme.

7.9. The programme directors of all partner institutions have the right to convene the meetings of the joint study programme council at least once a semester, by mutual agreement.

7.10. The author/s of the study courses of the joint study programme are specified in the study course description form. Study course implementers can be lecturers from all participating partner institutions. Study course implementers are specified in the study course description form.

7.11. Each director of the joint programme is included in the study direction council of the partner institution;

7.12. The directors of the joint study programme, in coordination with each other, ensure the

development of the part of the self-evaluation report of the relevant study direction regarding the implementation of the joint study programme.

- 7.13. In the event that the implementation of the joint programme is interrupted, the partner institutions undertake to provide students with opportunities to continue their studies at another university, based on the concluded agreement.

8. Closing a study programme

- 8.1. If no students have been enrolled until the next accreditation of the study direction or the study programme is included as such that is to be closed in the DU strategy or other strategic and study process regulatory documents, it can be closed.
- 8.2. The decision to close the study programme is made by the Senate based on the proposal of the Council for Studies.
- 8.3. In accordance with Article 55, Clause 7, Part Eight of the Act on Higher Education Institutions, the Centre of Study Quality Assessment prepares an application and submits it to the Academic Information Center, informing that the implementation of the relevant study programme is terminated.
- 8.4. The Academic Information Center ensures the review of the application at the meeting of the Study Quality Commission, which makes a decision on revoking the license of the study programme and making changes to the accreditation page of the study direction. The license for the study programme is revoked with the decision of the Study Quality Commission.